



ARTS AND CRAFTS EXHIBITION POLICY

Revised and approved by the Vista Grande Public Library

Board of Directors 15-Dec-2015

Revised 10-Dec-2018

Revised 16-Feb-2021

VGPL ARTS AND CRAFT EXHIBITION COMMITTEE

The Vista Grande Public Library Arts and Craft Exhibition (VGPLACE) Committee shall be appointed by the VGPL Board of Directors. The committee shall include three to four individuals: the Art Exhibition Coordinator, who shall be appointed by the Board of Directors; one or two additional members from the Board or the community; and the Library Director or their designee.

This committee shall:

- Obtain permanent art for the Vista Grande Public Library
- Organize juried exhibits of arts and crafts from artists in the surrounding communities on a time-to-time, or revolving basis at the library or virtually on VGPL's website

EXHIBITION SELECTION

The materials displayed in the Vista Grande Public Library, virtually on VGPL's website or at library events must be suitable for viewing by all ages. Therefore, the VGPLACE reserves the right to select art for exhibition that is balanced and appropriate for a general audience. Acceptance of a display by the Vista Grande Public Library does not constitute an endorsement by the library.

All submissions for exhibits are evaluated and subject to approval by the VGPLACE Committee.

The VGPLACE Committee's charge is to choose art of the highest quality and affordability. The committee selects artists by a digital image review process. The committee plans the exhibit calendar and makes recommendations concerning the policies and procedures under which the library gallery space or Library's Art Exhibition website is operated.

Criteria for selection of artwork for temporary exhibition are as follows:

- Aesthetic qualities
- Quality of craftsmanship
- Quality of presentation
- Durability of the piece for display in a public place
- Size and shape in relation to the display area
- Suitability of subject matter

(VGPLACE) TEMPORARY EXHIBIT AGREEMENT

The artist agrees to the following:

- Different exhibitions may be scheduled monthly on an exhibition calendar.
- Artists will be notified by letter of acceptance or non-acceptance after the VGPLACE meets to review temporary exhibition applications.

Onsite Library Exhibitions:

- All items must be professionally and appropriately presented which includes framing and a back-wire on 2/D pieces.
- 2/D pieces will be displayed on a wall hanging system at the library.
- 3/D works will be exhibited in a lockable, lighted glass display cabinet.
- The artist is required to provide labels of uniform size, but at least 2" X 3 1/2". These labels should indicate the artist's name, the title of the piece, the media, price and artist's contact info. The labels must be attached to 2/D work and visible as we cannot attach anything to walls by any means. Labels will be placed on a shelf next to 3/D work or artists may prepare tent cards, if preferred.
- VGPL will not be responsible for loss or damage to art.
- The art list, provided by the artist, will be available at the front check out desk during the show for phone inquiries. VGPL staff members, volunteers and Board members, however, shall not be involved in the sale of any item. All monetary transactions will take place between artist and purchaser. VGPLACE will not handle money or otherwise serve in a transactional capacity beyond facilitating communication between artist and patron.
- All items in the exhibit, including items that are sold, must remain for the entire time period scheduled for the exhibit, unless a sale/removal is approved by the Art Exhibition Coordinator. If a piece is removed, the artist agrees to substitute a similar item for the duration of the exhibit. The artist is responsible for delivering sold art into the hands of the buyer. VGPLACE will not be responsible for storage or late pick up of art. Artists may place SOLD stickers on their work.
- It is the responsibility of the artist to provide framed, back-wired work or ready to display 3/D work to the facility by a prearranged date. The VGPLACE liaison will install the show.
- The artist will use Plexiglas or glass in framed art requiring protection.
- The artist will be responsible for removing the exhibit by a prearranged date.
- Exhibits will include a sign created by the VGPLACE Art Exhibition Coordinator indicating the name of the exhibiting artist and arts organization (if applicable) and other pertinent

information. This sign will be 8 1/2" by 11". A Bio of the artist may also be displayed, if available.

- After making every effort to notify the artist of the need to better prepare, protect or remove a piece, the VGPLACE Committee reserves the right to remove work they deem damaged or inadequately protected during the course of an exhibit.
- The artist is encouraged to arrange a reception at the library. In most cases, this reception would be scheduled near the beginning of the show on a Friday or Saturday so that patrons can view and ask questions about the artwork, while meeting the artist.

Virtual Exhibitions:

- The artist is required to provide 6-10 digital images, presented on a readable USB device to the library, of the exhibition pieces to be displayed on VGPL's website for a duration of one month. Digital images should be high quality but no larger than 2MB in size and must be in file format JPEG, PNG, TIFF or BMP.
- The artist is required to provide the following information on each virtual piece: The title of the piece, media, size, and the price, along with the artist's contact info.
- A Bio of the artist may also be posted. Brief information/background on each piece exhibited may also be posted, if available.
- The artist is encouraged to arrange a "Meet the Artist" reception, via Zoom, with the Art Exhibition Coordinator. In most cases, this reception would be scheduled near the beginning of the show on a Friday or Saturday so that patrons can ask questions about the artwork.

Additional Information for All Exhibitions:

- At the time of installation, the artist will provide the VGPLACE with a list of items in the exhibit and the sale price of each item. This list also should include name and contact info for the artist.
- All sales taxes should be included in the listed price and are the responsibility of the artist to file.
- Recommended sales prices fall between \$100 and \$500; however, art or craft items retailing above or below this recommendation will be considered.
- The artist agrees to remit a commission of at least 20 percent of the sale price of any work sold while on exhibition or virtually, or of sales made as a direct result of this exhibition to VGPL. The artist is expected to remit the commission to Vista Grande Public Library, c/o treasurer, 7 Avenida Vista Grande B7-192, Santa Fe, NM 87508. **Memo: VGPLACE Art Exhibition.**

- The VGPLACE Art Coordinator will provide publicity for exhibits in the VGPL monthly newsletter and on the VGPL website. A publicity questionnaire, for this marketing, must be completed by the artist and returned upon acceptance to the VGPLACE Art Exhibition Coordinator at the library address or via email.
- Individuals may exhibit as part of a group after each artist in the group submits electronic images, application and agreement for review by the VGPLACE Committee and is accepted. Please submit all materials for the group in one package.
- The VGPLACE Committee reserves the right to amend this policy at its discretion.

Signature of Artist, Date

_____ **Organization (if applicable)**

_____ **Address City State Zip**

_____ **Telephone**

_____ **Email Address**



VGPL TEMPORARY EXHIBITION APPLICATION

PLEASE PRINT OR TYPE

Name of Artist: _____

Contact Person: _____

Street Address: _____

City, State, Zip: _____

Telephone: _____ Email: _____

Mobile: _____

Website: _____

Title of Exhibition: _____

Medium: _____

Estimated number of pieces: _____ Approximate size: _____

Exhibition month. List by number 1-3 according to preference. Year _____

Jan __ Feb __ Mar __ Apr __ May __ Jun __ Jul __ Aug __ Sep __ Oct __ Nov __ Dec __

PLEASE SUBMIT THE FOLLOWING WITH APPLICATION AND ARTIST AGREEMENT

☐ **Signed Agreement Completed Application**

☐ **4-10 labeled (size, title, medium) representative images on CD, flash drive or web address containing 4-10 images**

☐ **Include a self-addressed stamped envelope for return of images; otherwise, materials will not be returned.**

☐ **Your artist resume including training, prior exhibitions and artist's statement**

Once accepted by the VGPLACE Committee, send OR deliver the PUBLICITY QUESTIONNAIRE to the VGPL Art Exhibition Coordinator,